DEPARTMENT CHANGE CHECKLIST

PROCEDURE DETAILS
FOR DETAILED INSTRUCTIONS, PLEASE SEE THE APPROPRIATE PROCEDURE FOUND AT:

HTTP://WWW4.UWM.EDU/HR/HRS/PRO/FORMS/INDEX.CFM

HRS SPECIFIC FORMS COMPLETED BY THE DIVISION

☐ Staff Hire & Job Change Form
  o Position # (if applicable)
  o Reason (select Change Department)
  o Effective Date
  o Department
  o Work Location

OR

☐ Student Help Hire & Job Change Form
  o Reason (select Change Department)
  o Effective Date
  o Department
  o Work Location

ACTION FOLLOWING FORM COMPLETION
Forms need to be signed by a Division Head or designee prior to being sent to HR. Route all completed forms to the Central Human Resources Office for processing.

CONTACT FOR HELP
Divisional or Departmental staff should first contact their Divisional PREP for assistance. Divisional PREPs should contact the central HR office professional based on their existing client group contacts. When in doubt, use hr-contact@uwm.edu.